

WATER CONSERVATION SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Water Conservation Specialist position exists is to implement key programs, including the indoor rebate program, landscape rebate program, school education program, and adult education program in conjunction with the Water Conservation Plan in the Water Resources Department. This classification is a self-led team. Work is performed under general supervision of the Water Operations Director.

ESSENTIAL FUNCTIONS (may perform any or all of the following functions)

Develop and implement innovative community outreach programs on water conservation in conjunction with the Non Per-Capita Conservation Program (NPCCP) and the Water Conservation Plan.

Develop public information strategies and materials to solicit the public's support for voluntary water conservation programs and to communicate conservation goals and objectives to the public and private sectors.

Establish and develop working partnerships to communicate with other city departments, public agencies, regional organizations, and private industry to promote water conservation.

Create and administer programs such as residential and industrial water audits, adult education and water conservation rebates to assist citizens in best water management practices and satisfy the NPCCP stipulated agreement.

Perform analyses to evaluate the effectiveness of conservation programs and implement program improvements.

Respond to citizen concerns regarding water conservation issues.

Develop, implement and maintain water conservation databases to provide information and program reports. Compile and produce annual reports for regulating agencies.

Develop and enforce the Water Conservation Ordinance. Act as primary contact for complaint resolution.

Work with other team members to administer the landscape rebate program that includes plan approval and site inspections.

Perform field and office work related to the City's water conservation program.

Present water conservation information and organize exhibits for schools, trade shows, community events and civic groups.

Recruit and coordinate volunteers to assemble conservation packets and assist at workshops and special events.

Develop, monitor and implement an audit program (primarily for single family residences) using Aqua Craft data loggers.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Various irrigation systems and maintenance and irrigation equipment troubleshooting and repair.

Microsoft Office software and related software for irrigation system, spreadsheet, database and presentation applications.

Ability to:

Work weekends and evenings.

Analyze the effectiveness of conservation programs and initiate program improvements.

Create and design written program materials and to create and present presentations with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Listen and communicate effectively with a diverse group of people, perceive and interpret customer needs and translate them into effective solutions.

Establishes and maintains effective working relationships with co-workers, supervisors, public agencies, private industry, other city departments, and the general public.

Comprehends and makes inferences from written material and verbal and/or written instructions.

Operate a variety of standard office equipment, including a personal computer, a variety of computer software that require continuous and repetitive arm or hand and eye movement for extended periods of time.

Able to lift heavy objects over 50 pounds.

Assume ownership in the completion of assigned tasks.

Maintain attendance and punctuality.

Education & Experience

Any combination of training, education and experience equal to a Bachelor's degree in Natural Resource Management, Environmental Science, Public Administration, Communications or a related field.

Two years of experience in conservation with public sector experience is preferred.

Supplemental training in water efficient landscaping, installation and maintenance of landscape irrigation systems, horticulture pertaining to desert plans, and experience with computerized irrigation systems is desirable.

Must obtain a water conservation practitioner certification or an equivalent certification within two years of hire. Must have or become a Certified Auditor through the Irrigation Association.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified

